

## Reporting your Child's Absence

For **safeguarding** reasons, it is important you inform the school of the reason your child is absent by **9.30am** on the morning of their absence.

It is the parent's responsibility to contact the school.

You can do this by calling **01268 450067** and choosing **option 1** where you can leave a message on the absence line or email [parents@ghyllgrove.essex.sch.uk](mailto:parents@ghyllgrove.essex.sch.uk)

You will need to do this for **every** day your child is absent.

## First Day Calling

The school office will contact parents via text on the first day of absence if no reason has been provided by 9.30am.

Where no reason is established and no contact is made by parents the school will follow procedures set out in Essex County Council's Children Missing Education (CME) section of their guidance.

Pupils identified as missing will be referred to the council's Attendance Compliance team for further investigation. In some circumstances the school may also make a welfare call to Essex Police.

## The School Day

### Morning

Pupils enter school on the times shown below and should arrive on time.

EYFS: 8.45am

Year 1 and 2: 8.40am

KS2: 8.45am

### Lunch

EYFS: 12.00pm–1.00pm

Year 1: 12.10pm–1.10pm, Year 2: 12.15pm–1.15pm

Year 3 and 4: 12.00pm–1.00pm

Year 5 and 6: 12.30pm–1.30pm

Children going home for lunch should be collected from the main school office no earlier than 5 minutes before the start of the afternoon.

### Afternoon

Pupils leave at the end of the day at the times shown below and should be collected on time.

EYFS: 3.15pm

Year 1 and 2: 3.10pm

Year 3 and 4: 3.15pm, Year 5 and 6: 3.20pm

### Nursery

Morning Session: 9.05am–11.35am

Afternoon Session: 12.45pm–3.15pm

## School Contact Details

Ghyllgrove Primary School

01268 450067

## Attendance Team

**Mrs N. King – Pastoral Mentor**

(support, concerns and improvement)

**Mrs L. Jones – Administrator**

(absence requests and admissions)

**GHYLLGROVE PRIMARY  
SCHOOL**

*Happy, Safe, Achieving*



**Attendance Information  
for Parents**

## Absences

### Authorised or Unauthorised?

It is the **school's** decision if your child's absence is marked as authorised or unauthorised in their school attendance record.

Examples of unauthorised absences are:

Birthdays

Parent/sibling illness

Headlice

Days out

Where we receive no reason for absence

### Medical Appointments

Where ever possible you should ensure your child has appointments outside of school hours, however, this sometimes may be unavoidable.

If your child needs time off school for a medical appointment, please bring the relevant letter/ appointment card into the office for photocopying.

## Attendance Concerns

### Lateness

If your child arrives late they need to be signed in at the main school office and this will be recorded as an 'L' in their attendance record.

If your child arrives after 9.15am this is classed as an unauthorised lateness and is marked as an 'U' in their attendance record.

Continued unauthorised late marks could lead to a legal action warning letter to each parent. This may then lead to a penalty notice or legal prosecution.

### Medical Evidence

If your child's attendance becomes a concern you may be asked to provide medical evidence for absences to enable us to authorise them.

Examples of acceptable medical evidence are:

Doctor/hospital letters

Appointment cards

Prescriptions

Medication with your child's name on it

### Unauthorised Absences

Continued unauthorised absences could lead to a legal action warning letter being issued to each parent. This may then lead to a penalty notice or legal prosecution.

**Whole school attendance is monitored monthly and parents will be made aware of any concerns by letter from the school in the first instance.**

## Holidays

**HOLIDAYS SHOULD NOT BE TAKEN DURING TERM TIME.**

All holiday requests are unauthorised and could lead to a penalty notice for each parent.

## Attendance Targets

### Levels of attendance

<b>98% - 100%</b>	Excellent
<b>96% - 98%</b>	Good, on or above target.
<b>91% - 96%</b>	Worrying, monitored
<b>89% - 91%</b>	Persistent Absentee, concern, parents informed
<b>85% - 89%</b>	Unacceptable, safeguarding and educational concerns. Attendance compliance involvement.
<b>Below 85%</b>	Critical, safeguarding and educational concerns. Attendance compliance involvement.

## Attendance Incentives

### Weekly 100% Raffle

All pupils who have 100% attendance for the week are put into a raffle and certificates and small prizes are given out during assemblies.

### Termly Class Prizes

Classes in each Key Stage compete termly for the highest attendance percentage. This is celebrated weekly in assemblies so pupils know how well their class is doing.

### Prizes

#### 1<sup>st</sup> Prize

Children's entertainer! (EYFS/KS1)

Trip out bowling! (KS2)

#### 2<sup>nd</sup> Prize

Class Party!

#### 3<sup>rd</sup> Prize

Extra Golden Time!